

United States Army Japan Merit Promotion and Placement Vacancy Announcement		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席告知番号/Announcement Number MLC(I)14-050	募集期間/Opening Period Open Until Filled	募集範囲/Area of Consideration すべて/All	
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Information and Editorial Specialist, #95, BWT 1-5/1-6 **Please see condition of employment			基本給/ Basic Wage ¥222,600 (BWT 1-6) ¥207,100 (BWT 1-5)
部隊名/Organization Public Affairs Office (PAO), USAG-J		勤務時間/Work Schedule 週 40 時間制/Hours Per Week: 0800～1645 Hours <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work Recess: 1200-1245	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)			
<p>* ご応募に際して、注意事項（http://www.usagi.jp.pac.army.mil/gojjobs/howtoapply_jp.aspx）を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website.</p> <p>申請用紙 / Applications :</p> <p><input checked="" type="checkbox"/>履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/>職務経歴書 / Resume of Work Experience <input type="checkbox"/>質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状（別添）があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement)</p> <p>* 旧申請用紙(AJ Form 1021)での提出は無効です/Submission of Application in AJ Form 1021 is invalid.</p> <p>申請用紙の記入言語 / Language to complete applications :</p> <p><input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語（英語での記入も可） / Japanese (English is acceptable as well)</p> <p><input checked="" type="checkbox"/>ALCPT、TOEIC、TOEFL、英検のスコアの写し/Copy of ALCPT score, TOEIC score, TOEFL score or EIKEN score.</p> <p><input type="checkbox"/>日本の運転免許証の写し/Copy of Japanese driver's license</p> <p><input checked="" type="checkbox"/>最高学歴の卒業証明書の写し/Copy of diploma of highest education completed.</p> <p><input type="checkbox"/>その他/Other</p>			
採用後に提出するもの/ Additional Documents Required After Selected			
最高学歴の卒業証明書の写し/Copy of diploma of highest education completed.			
応募方法/To Apply			
<p>上記の書類を締切日までに担当の人事課まで郵送してください。</p> <p>締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。</p> <p>提出された応募書類は返却いたしません。</p> <p>記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。</p> <p>記載内容に虚偽の申告があると認められたときは応募が無効となります。</p> <p>Mail the application to the office shown in the bottom of this form along with necessary documents specified above.</p> <p>Application must be received no later than 1500 on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted.</p> <p>All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered.</p> <p>Applications, if found with false statements, are invalid.</p>			
提出先 宛先 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing		Submit To Address: Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000	
宛名 在日米陸軍 IMJN-JER 日本人雇用課 MLC(I)14-050		Name: JESO, USAG-J IMJN-JER MLC(I)14-050	

職務内容/Duties

1. Serves as an acquisition and editing specialist producing original video and/or multimedia news, educational and informational products. Reviews and evaluates information for and through television broadcast programs, and other multimedia, and social media sites as well as consolidates in summary for broadcast submissions to supervisor. Translates, writes, adapts, edits and/or translates for scripts, manuscripts, releases, audio and visual presentations. Participates in preparation of informational Japanese/English language broadcast in the support of the USARJ, USAG J, Soldiers, Civilians, and Local Nationals employed in US installations. Operates and maintains a command channel computer system, video cameras, still cameras, computers and other specialized audiovisual equipment as required for successful productions. Writes and reviews information for power point and graphics slides, scripts, treatments, storyboards, news releases and promotional information as required for the successful development and release of various Command Information products. Produces and creates command information products valued for the support pertaining to English and Japanese spoken workforce and mission of USARJ, USAG J, Soldiers, Civilians, and Local Nationals; prepares, sets-up, and controls products and items used to support audio and visual products for vast multimedia outlets in the English and Japanese language with responsibility for proper grammatical structure, visual, layout, spelling, balance and style; takes necessary action for broadcast quality subsequent to obtain concurrence of supervisor. Releases those products via numerous public information and communication outlets including print, broadcast, Internet and the garrison's Commander's Channel Television (CCTV) system. Applies a wide range of video production techniques for creating a variety of recorded material, graphics, stock footage, special visual effects, sound and music for the purpose of communicating ideas, information and concepts. Directs and performs post-production editing, either independently or in collaboration with other producers utilizing digital editing software and hardware. Assures that the finished production meets established standards.
 2. Conducts, or assists supervisor in, conferences by advising and acting as interpreter/translator and establishing friendly relations with the representatives of the host nation press outlets, radio and other public information media to facilitate publication and other presentation of materials dealing with news events and timely subjects. Advises supervisor on choice, timing, releases, special articles, photographs, radio and television programs and other informational materials.
 3. With limited supervision, coordinates production requirements for personnel, talent, facilities, and equipment.
- Performs other duties as assigned.

最低必要応募資格基準/Minimum Qualification Standards (MQS) Requirements:

BWT 1-5

Must have at least one (1) year of specialized experience equivalent to the next lower grade level BWT 1-4 OR Completion of four year college/university in a related field OR 2 academic year of graduate level education.

BWT 1-6

Must have at least one (1) year of specialized experience equivalent to the next lower grade level BWT 1-5 OR Masters Degree in a related OR 3 academic year of graduate level education.

* The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

*When substituting education for special experience, a transcript and a certificate of graduation and/or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

*USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration.

要求される語学力/Required Language Proficiency Level (LPL):

BWT 1-5

Fluent Proficiency Requirement: Language Proficiency Level 3, TOEIC 730, TOEFL(PBT) 551, TOEFL(IBT) 79, EIKEN Grade 2.

For non-native Japanese speaker: **Must have a score of 800 in Test of Practical Japanese.**

BWT 1-6

In addition to the requirements at BWT 1-5

For non-native Japanese speaker: **Must have a score of 900 in Test of Practical Japanese.**

要求される雇用条件/Conditions of Employment:

1. Must be able to pass required physical exam.
 - a. Must be able to lift and carry up to 70pounds/31kg.
 - b. Must be able to stand and walk for prolonged period.
2. Must be available to fly aboard/domestic military aircraft.
3. Must be available to work irregular work schedule and willing to work evenings, weekends and early mornings as necessary.
4. Must be available to go on TDY assignments in support of bilateral field training exercise (FTXs) and required to travel accompany military units in the field and live under field conditions, including use of field rations and government provided billeting (e.g. non-transient barracks or tents).

*Selection may be made at a lower grade Information and Editorial Specialist, #273, BWT 1-5 depending on the qualifications of the applicant. Incumbent may be non-competitively promoted upon supervisor's confirmation that the incumbent is performing at the next higher level. Promotion is not automatic but is contingent upon completion of all requirements to include training and/or qualifications/licenses, Time in Grade (TIG) and classification review.

タイムイングレード/Time-In-Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have served at least 12 months in any USFJ permanent positions at the next lower grade or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.